



GROUP HANDBOOK

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The Group Handbook Introduction

The Group Handbook is an invaluable to group rules and activities. It should be the first reference point in answering Group queries when they arise. If it does not contain the answer it should at least indicate with whom the query can be raised. Groups are not permitted to add to or amend in any way the Group Rules of Affiliation.

Committee Standing Orders or Group Local Rules are permitted but these cannot contradict the Group Rules of Affiliation or be contrary to the aims or constitution of the IAM.

Given that the Handbook is an important reference, we believe that all Groups should hold at least one up-to-date copy, which should be kept by the Group Secretary and, of course, passed to the new Group Secretary when there is a change. All new Group Committee Members should also have the opportunity of reading the Handbook in total, keeping a copy of the sections particularly relevant to them.

Any suggestions for revision/updating should be sent to support@iam.org.uk with a proposed new wording for the section in question. These will be considered for later reprints

IAM Policy on Speed

Advanced Drivers and Riders know that, despite any external demands made on the driver, such as deadlines or appointments, the vehicle's speed at any given time is the driver's responsibility and is under his/her control. Driving is the one thing that most of us do as part of our usual routines in which we can kill or be killed.

Excess speed and inappropriate speed are common driving faults and are responsible for many deaths and injuries each year across the UK. Many more people are killed and injured by excess or inappropriate speed than are killed or injured by drunk drivers but, unfortunately, speeding is more "socially acceptable" than drink-driving.

The IAM is the UK's leading independent road safety organisation that exists to improve road safety by raising driving and riding standards. The IAM expects all Members and potential Members to comply with the law and the Highway Code in all driving matters, including all speed limits.

Objectives of a local group

The objectives of the Group are to promote the improvement in the standard of driving and riding and the advancement of road safety for the overall benefit of the public.

To achieve this, the Group should

- encourage and assist motorists to become Members of the IAM and to maintain their IAM Membership.
- publicise the IAM and its work throughout the area.
- provide road safety and competitive events for Group Full Members, Group Associate Members, Group Honorary Members, Group Friends and Members of the general public. Driving events on a public road must not be timed.
- arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and courses.
- create and distribute papers, books, periodicals, pamphlets or other documents or films raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise, provided that the Group will not undertake permanent trading activities in raising funds
- to invest the monies of the Group not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- do all such other lawful things as are necessary for the attainment of the said objectives.

Constitution

This document forms the Constitution of the Group which is to be found on Page 42.

Introduction

The name of the Group is "..... Group of Advanced Motorists", or "..... Group of Advanced Motorcyclists" or ".....Group of Advanced Motorists and Motorcyclists" affiliated to the Institute of Advanced Motorists. (The Institute of Advanced Motorists is hereinafter referred to as "the IAM").

Affiliation to the IAM does not authorise any representation which would involve the IAM in any liability whatsoever.

The IAM will have power to cancel the affiliation of the Group from time to time in its absolute discretion and to restore such affiliation upon such terms as it sees fit, provided that the Group will first be given the right of appeal to the IAM's Council.

The name, scope and geographic area of operation of the Group may be defined by the Council of the IAM. Any intended change will not be implemented without prior advice to the Group Committee.

Group constitution

The Group Committee must consist of fully paid up Group Full Members who are current Members of the IAM. It must consist of three Officers, a Chairperson, Secretary, Treasurer and a Vice Chairperson, if required, and a minimum of three other Group Full Members all duly elected at an Annual General Meeting. The total number of the Group Committee Members must not exceed twenty.

No Group Full Member may serve as a Group Committee Officer while holding an Officer position in another IAM affiliated Group, nor in a similar organisation where this will create a conflict of interest. Any Group Full Member denied eligibility on these grounds will have the right of appeal to the Council of the IAM.

Members disqualified by law from acting as a Charity Trustee are not eligible to serve on the Group Committee.

All Officers and one-third of the remainder of the Group Committee Members must retire annually by rotation and may offer themselves for re-election by Group Full Members at the Annual General Meeting.

Nominations for Committee Members should be submitted to the Secretary and received not less than seven days prior to an AGM.

Nominations must be proposed and seconded by Group Full Members and have the signed approval of the nominee.

Nominations will only be accepted from the floor of the Meeting if a written nomination for that Committee position has not been received and the person nominated from the floor is present and agrees to be so nominated.

The Council of the IAM reserves the right to appoint a senior representative of the IAM to any Group Committee (without voting rights). Senior representatives appointed by the Council will be authorised to attend Group Committee Meetings (without voting rights).

Group Membership categories

A Group may only have the following Membership categories

- Group Full Members
- Group Honorary Members
- Group Associate Members
- Group Friends.

Group Full Members

Group Full Members must be current Members of the IAM.

Group Committees may invite IAM Members or non-IAM Members to be a President or a Vice-President of the Group. Non-IAM Members holding such positions must not describe themselves as Members of the IAM.

The Group Committee will be obliged to accept as a Group Full Member a current Member of the IAM on completion of the Group application form and payment of the annual Group subscription. The Group Committee is not necessarily obliged to accept an application from a person who has previously been expelled from any Group but in such cases the IAM Member has the right of appeal to the IAM.

Group Honorary Members

Honorary Members are permitted in recognition of past Membership of and services to the Group but must be fully paid up Members of the IAM. If they become active on the Group Committee or in Observing, the Group subscription must be paid.

Group Associate Member

The Group Committee may accept as Group Associate Members people wishing to becoming full Group Members on such financial terms as the Group Committee may have notified to the IAM's Chief Executive.

Group Associate Members may continue as such for a period of up to one year only, during which time they must endeavour to be accepted into full IAM Membership. In individual cases where there are special circumstances this period may be extended by specific decision of the Group Committee.

Group Friends

In the absence of special reasons rendering a particular applicant unacceptable, in the reasonable opinion of the Group Committee, it must accept applications from the general public to become Group Friends, on such terms as the Group Committee may decide.

This category is not intended

for those who have been Group Full Members,
for those who have been and are no longer IAM Members,
for those who have been Group Associate Members unless they have taken and failed the IAM Advanced Test
and may only be awarded by individual decision of the Group Committee.

Any proposed changes to the Group subscriptions for any Membership category must be notified to the Chief Executive of the IAM before being put before the Group Membership for approval (or before implementation, where the Committee has been empowered to make such changes without specific Membership approval).

Roles and responsibilities of the Committee

- to further the objectives of the Group.
- to encourage and assist motorists and/or motorcyclists to become Members of the IAM.
- to foster and maintain interest in the IAM among Members and to keep them informed by way of a periodic Newsletter.
- to make arrangements for road safety and other events which further the objects of the Group?
- to ensure that no Group Member derives any pecuniary benefit from Group resources through their Membership of the Group.
- the Group Committee must seek to ensure that all Group Full Members are current IAM Members and must not renew the Group Membership of any Group Full Member where it is known that their IAM Membership has ceased.
- generally to co-operate with the Council of the IAM.
- to record and retain Minutes of meetings of the Committee, AGMs and EGMs for a minimum of ten years.
- to respect the IAM's copyright in its badge or logo
- to use these in Group literature in the form allowed by the IAM
- to endeavour to prevent the badge or logo from being otherwise reproduced without the consent of the Council of the IAM
- to report to the Chief Executive of the IAM any such reproduction
- to endeavour to ensure that the good name of the IAM and the Group is maintained and is not brought into disrepute by the conduct of any Group Member
- to refer to the IAM Council for guidance in the event of any difficulties which may arise?

Committee Meetings

The Group committee will call ordinary meetings of the Group Committee at least once every three months.

A Chairperson will have a casting vote.

A quorum of the Group Committee will be one third of all Committee Members or three, whichever is the greater.

Annual General Meetings and Extraordinary General Meetings

An AGM must be held once in every calendar year and within 18 months of the previous AGM. At least 21 days but not more than 60 days notice will be given to the Group Full Members. Publication in the Group Newsletter will be deemed sufficient.

See Appendix 1

An EGM may be called at any time by the Committee to deal with any items deemed by the Committee to be special business. At least 21 days but not more than 60 days notice stating the business to be discussed, will be given to Group Full Members.

Group Full Members also have the right to call an EGM. The matter(s) for discussion must be submitted to the Group Secretary, stating the business to be considered and signed by at least five Group Full Members or five per cent of the total number of Group Full Members, whichever is the greater. The Group Secretary will call an EGM within 36 days. The notice from the Group secretary to the Group Full Members will be given with a minimum of seven days notice and will state the business to be discussed.

A quorum for an Annual General Meeting or Extraordinary General Meeting will be five Group Full Members or five per cent of the total number of Group Full Members, whichever number is greater.

Finance

To ensure that all Third Party Liabilities and Group Assets are covered at all times by an adequate policy of insurance.

To consider and if decided appropriate by the Group and approved by the Charity Commission (in England and Wales), OSCR (in Scotland) and HMRC (in Northern Ireland) to arrange and maintain Trustee Indemnity Insurance.

To open and operate a Bank or Building Society Account in the name of the Group. The Group Committee will authorise the Treasurer, the Secretary and one or more other Members of the Group Committee to sign cheques on behalf of the Group. All cheques must be signed by not less than two of the authorised signatories.

To maintain and keep proper records of the Receipts and Payments, the Assets and Liabilities of the Group which are to be retained for at least seven years.

To apply the funds belonging to the Group only for purposes in furthering the objectives of the Group.

To have prepared annual accounts and reports which are approved by the Group Committee, submitted to Group Full Members at the AGM and then sent to the IAM.

Expulsion of Group Member

The Group Committee may expel a Group Full Member, Group Associate Member, Group Honorary Member or Group Friend from the Group for conduct inconsistent with the aims and objects of the IAM and/or Group.

The Group Committee must first discuss the issue with the individual concerned and debate the case fully, recording all details in Committee Minutes. If the issue under discussion remains unresolved after a reasonable period, they must again discuss and minute the issue and write formally to the individual – giving in detail the item/s requiring attention and guidance as appropriate to put matters right.

Finally, the Committee must invite the individual to attend a specially convened disciplinary meeting at which their continuing Membership will be discussed, decided and documented in detail. If the individual wishes, he/she may be accompanied to such a meeting by a friend who should be a Full Member both of the IAM and the Group but not a Committee Member or Officer.

Should an expelled Member wish to take their case further, they will have the right to appeal in the first instance to the IAM CEO, and finally to the Council of the IAM.

A Member in any category who resigns from any Group, while the conduct of that Group Member is under discussion with the Group Committee, may be deemed to have been expelled, and may be ineligible to rejoin. Should they wish to do so, such application will be considered on its merits, but may be refused at the discretion of the current Group Committee. Any such decisions must be considered at the next normal Committee Meeting, and formally documented for record purposes and will always have the right to appeal to the Council of the IAM.

Winding-up

If the Group Committee by a simple majority decides at any time on the grounds of expense or any other issue, that it is necessary or advisable to wind up the Group, it will call a meeting of all Group Full Members. Notification to Group Full Members of this meeting will be not less than 21 days but not more than 60 days in advance. If this decision is confirmed by a two-thirds majority of those present and voting the Group Committee will wind up the Group.

Any surplus assets remaining after the settlement of all liabilities will be transferred to the Council of the IAM to be applied for the IAM's charitable objects.

*If the IAM is no longer in existence when the Group is wound up, then the surplus assets will be paid to such charity or charities as the Group Committee will select to be applied for similar charitable purposes.

* Scottish Groups replace the last sentence with:

"If the IAM is no longer in existence, the residuary assets will be paid to such charity or charities as the Group Committee will select, which are charitable in accordance with Section 7 of the Charities and Trustee investment (Scotland) Act 2005.

Note

All references to the Group Committee will, where appropriate, apply to the Group Council, if one exists.

The day – to – day Leadership of the Group

The leadership of a Group is vested in a Group Committee that is responsible to all Members of the Group. The Committee **must** abide by the Group Rules.

As the aims and objectives of the Group are charitable, all Members of a Group Committee are Trustees of the Charity. In consequence, all Committee Members are equally responsible for ensuring that the Group is run according to the Group Rules and Charity law.

Many people become trustees on group committees without giving a second thought to, or realising, the responsibilities that come with it. We advise Group Committee Members to review the charity requirements and guidance for more information and to clarify their legal obligations. See Appendix 2
While there are no paid officers within a Group, Committee Members are entitled to claim from Group funds out-of-pocket expenses incurred in carrying out duties on behalf of the Group.

All Group Committee Members must be fully paid-up Members of both the IAM and the Group.

Group Committees are empowered to form standing and ad hoc Sub-Committees.

Roles and Responsibilities

Group Officers

Group President

It is not essential for a Group to have a President but it is an advantage. The office can add to the standing of a Group within its own area of operation. A President and/or Vice-Presidents are not required to be Members of the IAM. Chief Constables, Senior Police Officers and Road Safety Officers are a popular choice for these positions, but there may be many other candidates worthy of consideration.

Group Vice-President

A Group may have as many Vice-Presidents as it wishes. A Vice-President may be appointed as a way of saying "thank you" for particularly good work done for either the Group or the IAM.

Group Chair

No matter what title is given, he/she should be well acquainted with the many aspects of running a Group. He/she should always set an example of leadership, be in the forefront of Group activities and be prepared to attend as many meetings and events as possible.

There will be occasions when urgent decisions have to be made out of committee. In these cases, he/she must gain the approval of the other Officers and, if appropriate, other Committee Members and the decisions ratified at the next Committee meeting.

It is very strongly recommended that this post be held for no more than three years and that there be a break of at least one year before being nominated again.

Vice-Chair

All Groups are strongly recommended to elect a Vice-Chair. This post should be considered not only as a stand-in for the Chair, but also as a possible future Chair in training. For this reason, Groups should avoid electing the immediate past Chairperson to this post.

Secretary

The Group Secretary is a key Member of the Committee. The overall success of a Group depends to a great deal on the level of efficiency at which this office-bearer operates.

A Group should be careful to elect a person equipped to fulfil this role effectively carry out the duties listed below. It may be beneficial for the Group Secretary to have an assistant and the job of minute taking, for instance, is very often separated. However, the responsibility for accuracy of the minutes lies with the Group Secretary as the elected officer and overall approved by the Group Committee.

The Secretary must have a good understanding of Group Rules and Committee proceedings. Prompt attention to all contacts is essential. Although the Group Secretary may also assume responsibility for Membership and subscription records, it is recommended that these functions be performed by a Membership Secretary.

The Group Secretary's contact details are held by the IAM and are made available only to IAM officials, unless the Group Secretary also holds the position of the Group Contact.

Details of the Group Contact are updated only on receipt of information from the Group.

Treasurer

The Group Committee, through the Treasurer, is wholly responsible to Members for the proper control over Group funds, and is answerable to the Membership at an Annual General Meeting. The Trustees also have a duty of care to safeguard the Group's assets

The Committee is to agree where Group funds are to be lodged, either in a Bank or a Building Society.

It is contrary to Group Rules to have funds lodged in any personal Bank account. A simple current bank account in the name of the Group is required, with a deposit account being opened in order to earn interest when funds permit. A mandate will be required for signing cheques.

When opening a Bank or Building Society account, ensure that notification is given of the Group's charitable status to prevent tax being deducted at source from the interest earned.

Groups should maintain financial books in a business-like manner, with all receipts and payments under their own headings. It may be prudent to agree how this is to be done by liaison with an external adviser.

As no Committee or Group Member should be expected to pay out of their own pocket for expenses incurred on behalf of the Group, a standardised "Expense Claim Form" should be drawn up and its use insisted on. Purchase receipts are to be attached wherever possible. Expenses would then be signed, dated and settled on a regular basis once approved by the Committee, unless agreed otherwise.

A standardised "Income Statement" should be drawn up for use by those who receive money on behalf of the Group and passed on to the Treasurer with the money received.

For those Committee Members who have to make purchases each month, an agreed float could be provided and the money spent from the float each month topped up to the agreed amount. The amount spent must be covered by the production of an "Expenses Claim" form and appropriate receipts.

As a Group grows, it may start to accumulate its own equipment such as a computer, photocopier or Mobile Display Unit. All equipment should be recorded in an "Equipment Register", showing date of acquisition, cost, and where it is stored. At the time of purchase, an annual depreciation percentage should be agreed, as this will be required for the annual accounts. (As a guide, all equipment should be depreciated at 25 per cent per annum).

Once a Group has its own equipment, funds should be set aside for its maintenance, repair and possible eventual replacement. Equipment should be insured as appropriate.

All Groups, as charities, have a duty to apply charity funds within a reasonable time of receiving them. Should a group retain funds beyond their immediate needs, a statement should be included in the Group's annual report justifying its holding of the reserves, for which the Group should have established a "reserves policy", based on a realistic assessment of the Group's reserves needs

Notes :

In Northern Ireland, such separate accounts are not required by the HRMC but every effort must be made to not subsidise non-charitable social activities from charitable funds.

For more information on "Reserves" see Appendix 2 below

For more information see Group Rules 2000 on Page 41

Group Committee Members

The Chair, Vice Chair, Secretary and Treasurer are the Officers of a Group Committee. The Committee, which must have no fewer than six and no more than 20 Members is made up of elected Members, all of whom should be allocated specific responsibilities.

Committee Roles include but are not limited to :

- Membership Secretary
- Newsletter Editor
- Young Driver Advocate
- Road Safety Liaison
- Technology and Social Media
- Marketing and PR
- Events Co-ordinator

Whilst responsibilities of certain tasks may be allocated to one individual to carry out on behalf of the group, it does not mean the rest of the committee can take it for granted that it has or will be done. Every Trustee has the responsibility to ensure that the group is run efficiently.

A Group may incorporate in the Committee Standing Orders a local rule "*Any Committee Member failing to attend three consecutive Committee Meetings (with or without apologies) between consecutive AGMs will be deemed to have resigned from the Group Committee, unless the failure was due to some reason/s approved by the Committee*". The Committee Member who has resigned in this instance may apply for re-instatement, which will be solely at the discretion of the Committee.

This local rule is designed to enable a Group to replace a Committee Member who is considered no longer sufficiently active within the Group Committee.

Data Protection Act 1998

Notification

The Data Protection Act 1998 came into force on 1 March 2000 replacing the 1984 Act by the same name

All bodies that process personal data (any data on a living person who can be identified from those data) must notify the Information Commissioner of their processing. The annual fee is currently £35.

Most Groups will not need to notify as they are charities (i.e. not-for-profit organizations), but there is a self-assessment process on the ICO website which would be useful for Groups to work through.

For more information refer to the ICO Website – see Appendix 2 below.

Data Protection Principles

The Act contains a code of conduct that applies to ALL personal data processing *whether or not* the organisation is exempt from the need to notify. The code is contained in Eight Data Protection Principles:

Personal data will be processed fairly and lawfully and, in particular, will not be processed unless:

at least one of a set of conditions (including "consent" of the data subject) is met
in the case of sensitive personal data, at least one of a further set of conditions (including "explicit consent" of the data subject) is also met.

Personal data will be obtained only for one or more specified and lawful purposes, and will not be further processed in any manner incompatible with that purpose or those purposes.

Personal data will be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

Personal data processed will be accurate and, where necessary, kept up to date.

Personal data processed for any purpose or purposes will not be kept for longer than is necessary for that purpose or those purposes.

Personal data will be processed in accordance with the rights of data subjects under this Act.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data will not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Further information may be obtained from the Information Commissioner See Appendix 2

Please note that the requirements of the Data Protection Act demand careful consideration and action.

Charitable Status

The Group Rules have been accepted by HM Revenue & Customs (HMRC) and the Charity Commission. Under the Charities Acts 1992, 1993, and 2006, Groups in England and Wales are **legally obliged** to register with the Charity Commission if they have an income from all sources greater than £5,000 per year.

Groups in Scotland will need to register with the Office of the Scottish Charity Regulator regardless of their income levels.

All Groups are considered charities because their objectives are charitable, Groups are therefore under a legal obligation to formally register if the threshold is exceeded. If it ignores that legal obligation, its Trustees have failed to carry out their duties and the Charity Commission can, as a last resort, take action against the trustees.

Groups needing to register must do so online at the Charity commission website, the link for which is below. There are different rules for Scotland and some variations for Groups in Northern Ireland and The Isle of Man.

See Appendix 2 for more details

For Groups that are not formally registered as a Charity, applications for eligibility to claim the charitable tax exemptions should be made to the HMRC Charities, as detailed above, after studying the information on the HMRC website on *Applications for Charitable Status*. See Appendix 2 below.

Registered Charities must prepare each year a statement of Income & Expenditure and a Balance Sheet reflecting assets and liabilities and must keep records to enable them to do this. Each year they must make a return to the Charity Commission of these statements together with a report by the Group Committee on the Group's activities in the year.

ALL Groups should have their accounts independently examined, although Groups with either income or expenditure in excess of £10,000 must, by law, have their accounts independently examined.

Please note that Groups that have an income of £5,000 or less are still considered charities, as they have charitable aims and objectives. Provided all income is applied for charitable purposes only, the Inland Revenue exempts the Group from income tax on bank interest.

Trading-type activities are not permitted by the charity unless they are directly related to public safety through encouraging good driving and riding and are incidental to the charitable aims of the Group. Types of allowable activities would be:

- Providing road safety and advanced motoring information and advice to the public
- Holding meetings, lectures, courses and demonstrations for the public on road safety or advanced motoring
- Holding competitions to interest the public in advanced motoring skills and road safety
- Holding general meetings of the Group to decide on advanced motoring activities and funds
- Fund raising for charitable purposes (i.e. for road safety and Advanced Driving skills) by means of donations, Gift Aid and legacies
- Social activities principally for the enjoyment of Members
- Meetings to discuss mainly social arrangements and activities for Members
- Costs of any publication for Members that is not devoted to furthering road safety by promoting advanced driving/riding skills
- Competitions not open to the public or where driving/riding skills or road safety are not involved (unless as part of fund raising for charitable purposes)

Trading type fund raising where goods or services are offered for sale for example, entrance fee to fund raising event, sale of T-shirts unless they fall within the Inland Revenue guidelines for bazaars, jumble sales, carnivals, firework displays and similar activities where:

The Group is not regularly carrying on these activities (no more than three of each type held in one year)

Trading is not in competition with other trades

Activities are supported because the public is aware that the profits are for charity

The profits are used for charitable activities (see above) and not to finance other activities

Following the introduction of Self-Assessment, Groups may be requested by the Inland Revenue to complete an annual Tax Return. However, correct completion should not result in tax being payable to the Inland Revenue.

Banks and Building Societies should be notified of the Group's registered charitable status so that any deposit interest can be paid without the deduction of tax.

Monies must not, under any circumstances, be loaned by the Group.

Northern Ireland Groups

Charities based in Northern Ireland do not, and indeed cannot, register. Registration only applies to charities based in England, Wales and Scotland. The only formality required is to apply to HM Revenue & Customs for charitable status for tax purposes

Isle of Man (IoM)

Charitable organisations based in the Isle of Man can register with the IoM Courts of Justice and a Registration Pack can be downloaded from their website. See Appendix 2 for more details

Gift Aid

Groups throughout the UK that are already registered as a Charity and want to start a Gift Aid scheme should review the HMRC website

Gift Aid Group Membership Subscriptions

Because IAM Groups in England, Wales, Scotland, and Northern Ireland are considered Charities, they are in a position to recover from the HM Revenue and Customs any Basic Rate Income Tax paid by Full Group Members relating to subscriptions paid under a Gift Aid.

The Gift Aid scheme operates as follows:

- The Member signs a Gift Aid form certifying that he/she pays income tax and/or capital gains tax at least equal to the tax that the Group reclaims
- The Member continues to pay the normal amount of the annual subscription by whichever means (i.e. direct debit, cheque or Banker's Standing Order etc) is more convenient
- The Group claims the repayment of tax and no further action is required of the Group Member

The Gift Aid Declaration completed by Members may be for an unlimited term and the amount can vary if the subscription rate changes.

It is emphasised that the scheme does not involve the Group Member in any additional payment, either to the Group or to the Inland Revenue. It merely enables the Group to recover from the Inland Revenue the income tax and/or capital gains tax that has already been paid by the Member.

If the Member pays tax at the higher rate he/she can also reclaim the tax on a Gift Aid subscription amounting to the difference between the basic rate and the higher rate of tax actually paid.

Note

Gift Aid declarations may be obtained from Associates and Members. They must not be obtained from Associates as this could breach Inland Revenue regulations

Group Associate Schemes

The success and growth of any Group is wholly dependent on it having an Associate Scheme that is run in an efficient and business-like manner.

There should be only one person in overall charge, but with administrative assistance being given when required. While it is appreciated that Groups have different titles for this person, the title "Associate Co-ordinator" is used for the purpose of these notes.

Groups cannot obtain new Associates without publicity, especially at a local level. It is in the best interests of the Associate Scheme to be able to publish contact details for the Associate Co-ordinator. A permanent contact point is essential in running an efficient scheme. This is known as the Group Contact, and his/her name is listed by the IAM on the website and magazine directory. When replying, bear in mind that enquirers are likely to know little or nothing about the IAM, its Test, and how the Group can help them to prepare for it. A covering explanatory letter on Group headed paper, a *Skill for Life* brochure and a copy of the current Newsletter can be persuasive in providing a wider spectrum of the Group and its activities.

When someone has joined as an Associate, the Group has a measure of responsibility towards them. The Associate should be treated as an individual and not just a number in the register. Adopting this approach will enable the Group to attract a high proportion of its Associates by personal recommendation.

Types of Associate Schemes

There are two different approaches: "Mass Guidance" and "Appointment"; each has its own merits and disadvantages.

Mass Guidance

This involves all Associates and Observers getting together each month with every Associate going out with a different Observer, unless prior arrangements have been made. The advantages of this method are that Associates are able to meet, mix with and get to know other Group Members and to get used to having another person sitting alongside them. The disadvantage is that it can exclude those who have other activities at the time of the Mass Guidance.

Appointment

This involves the allocation of an Associate to an Observer, who lives relatively near. They make their own arrangement for Observed drives, and the Associate usually remains with the one Observer until a pre-Test Check Run is called for. It is not unusual for an enthusiastic Observer to work with several Associates at a time.

To overcome the problem of meeting up with other Group Members, Observers are encouraged to bring their Associates to the monthly meeting, making the travelling there and back an Observed Run on its own.

Courses.

Groups should always run courses and these can be organised around the Mass Guidance or the Appointment system. Generally, Groups that run guidance based on Courses are likely to generate more Tests and lose fewer Associates than those Groups that do not.

The advantages are:

- Course start dates give a focus for publicity
- New Associates are all given the same correct information
- At the first Course Associates meet all key Committee Members
- The Group *Skill for Life* application with combined IAM Test form can be completed
- Payment of the full package can be collected, thus giving commitment
- Many questions that may worry new Associates can be answered
- Approximate Test dates can be given. Early commitment by the Associate reduces the wasteful drop-out before Test

Observers

All Group Observers must be fully paid-up Members of the Group and the IAM. They must be included in the number of Observers declared to the insurer on the Groups insurance declaration.

Nationally Qualified Observers

To be eligible to take the National Observer Assessment (Car), you must

Be currently qualified to and continue to meet the eligibility criteria for any of the following Observer Grades:

Local Observer

Qualified Observer

Senior Observer

Be familiar with the content of the following publications: "Highway Code" (HC), "How to be a Better Driver" (HTBABD) and "Roadcraft- the Police Drivers' Handbook" (RC)

Have the approval of your the Local Group Committee

Show evidence of having completed the relevant sections of the Observer's Logbook

Locally Qualified Observers

To be eligible to take the Local Observer Assessment (Car), you must

Hold a full UK driving licence (i.e. Category B; B-Auto; B+E)

Meet the DVLA standard for medical fitness to drive, including the statutory eyesight requirement

Ensure that you have complied with IAM and legal requirements to report any change in your status as a driver e.g. convictions, medical conditions

Be a current Full Member of the IAM

Be a Member of an IAM affiliated Group

Be familiar with the content of both the "Highway Code" (HC) and "How to be a Better Driver" (HTBABD) publications

Have the approval of your Local Group Committee

Show evidence of having completed the relevant sections of the Observer's Logbook

Dealing with others

Equal Opportunities

The IAM is committed to both the avoidance of unlawful discrimination and the positive promotion of equal opportunities. It is essential that no person will experience more or less favourable treatment on the grounds of disability, gender, sexual orientation, marital status, family responsibility, age, race, colour, ethnic origin, and nationality, political or religious beliefs.

To ensure the effective implementation of this policy, IAM Groups should monitor practices and procedures on a continuing basis. Where appropriate, action should be taken to address any matters arising from monitoring.

Harassment

The IAM is committed to an environment that is free from harassment or bullying of individuals on any grounds. Harassment can occur in a wide range of circumstances, but may be focused, for example, on disability, gender, sexual orientation, marital status, family responsibility, age, race, colour, ethnic origin, and nationality, political or religious beliefs.

To ensure the effective implementation of this policy, IAM Groups should monitor practices and procedures on a continuing basis. Where appropriate, action should be taken to address any matters arising from monitoring.

Group Insurance Matters

See "Groups only" area of IAM website

Group Financial Control

Group Annual Accounts

In readiness for the last day of the Group's financial year, the Treasurer should collect all statements and claims. Included in these are:

- Subscriptions paid in advance
- Income & Expenditure statements together with any money
- "Group Shop" sales total and stock value at cost or net realisable value (whichever is the lower)
- Value of substantial stationery stock and any other "bought in" stationery
- Details of cash in bank
- Cash in hand
- Written-down value of Group equipment

The Balance Sheet and Income & Expenditure account may be circulated to all Group Members through the Newsletter in advance of the meeting. In the unlikely event that this proves impractical, copies of the Accounts must be made available at the AGM, with circulation taking place in the following issue of the Newsletter

Annual Accounts should be presented in the most straightforward fashion possible.

Groups are required to send a copy of their Annual Accounts to IAM Group Support at Chiswick. Year end accounts should be included in the next available Newsletter. It is recommended that copies should be sent to Regional Group Co-ordinators.

Group Annual General Meeting

The AGM is the most important meeting in the Group's year and Members should be encouraged to attend.

The Regional Group Co-ordinator should be invited to Group AGMs to provide a further insight into the IAM nationally.

Executives or senior members of staff from IAM Chiswick should not be invited to address Group AGMs unless the Regional Group Co-ordinator recommends it.

Time can be saved if the Trustees' Annual Report and Accounts, together with the Minutes of the previous year's AGM, are published and circulated in the Newsletter beforehand.

Preparation for the AGM

When the date has been agreed, it should be published in the Newsletter giving at least 21 but not more than 60 days' notice

Nomination forms for the Committee must be made available to Members.

Copies of the previous year's AGM Minutes must be prepared for circulation to Members

Prepare and distribute an Agenda

It may be useful at the AGM to seek authorisation for an increase in subscriptions for the following year. In this case a resolution may be passed at the AGM stating

"The Committee be authorised to increase the subscription for the (*next year's date*) if deemed necessary, but subject to that increase not exceeding £.... per annum."

Group Extraordinary General Meeting

An EGM may be called at any time by the Committee to deal with any items deemed by the Committee to be special business. Notice must be given in advance to be received at least 21 days, but not more than 60 days before the scheduled date.

The notice will be given, in the Group Newsletter stating the business to be discussed and this will be deemed to be sufficient.

Group Full Members also have the right to call an EGM. In this circumstance, the matter(s) for discussion must be submitted, stating the business to be considered and signed by at least five Group Full Members or five per cent of the total number of Group Full Members, whichever is the greater., This must be sent to the Group Secretary who will call an EGM within 36 days. Notice must be given in advance to be received at least 21 days, but not more than 60 days before the scheduled date. The notice will be given in the Group Newsletter and it must contain the Secretary's address.

Notification of an AGM or an EGM, a copy of the Agenda, along with any papers or presentations that will be put before the Members must be sent to the respective Regional Group Co-ordinator and the IAM CEO.

How to conduct the election at a group AGM

Only Group Full Members may either nominate Committee Members, be nominated to Committee or as an Officer, or vote at the AGM.

An AGM must be held once in every calendar year Notice must be given in advance to be received at least 21 days, but not more than 60 days before the scheduled date.

This notice will be given to all Group Full Members and it must contain the Secretary's address. This advance notice may be published in the Group Newsletter. It must also include a list of Officers and whether they are willing to stand for re-election for a further 12 months.

All Group Officers and one-third of the other Committee Members must retire by rotation and may offer themselves for re-election by Group Full Members at the AGM.

The notice must contain the names of the one third of the Committee Members retiring by rotation and whether they are willing to stand for re-election

The notice must contain the names and number of years remaining of Committee Members not retiring.

The notice must contain a list of all Officers and whether they are willing to stand for re-election.

Nomination Forms must be made available to all Group Full Members in advance to allow nominations to be made for the vacant positions on the Committee. These forms should be included with the Group Newsletter. See Appendix 1 for suggested template

Proxy votes are permitted.

Postal votes are not permitted.

Nominations for Committee Members must be submitted to The Secretary and received not less than seven days before the AGM. This gives the Secretary time to produce ballot papers if necessary. If there are more nominations than vacancies, the election must be conducted by secret ballot and not by a show of hands.

Nominations must be proposed and seconded by Group Full Members and have the signed approval of the nominee. Nominations should be accepted from the floor of the Meeting only if insufficient written nominations have been received and the person nominated from the floor is present and agrees to be nominated.

Nominations from the floor may not supersede properly proposed and seconded nominations. The election of nominees with written nominations takes place before nominations are accepted from the floor. Voting papers should always be available.

An independent adjudicator, e.g. Regional Group Co-ordinator or any Group Full Member who is independent of the Committee should undertake the counting of the ballot papers etc, and announce the result of the ballot. The Chair of the meeting has

a casting vote and, if there is equality in voting, should, if appropriate, cast a vote for the status quo.

If the Committee so decides, nominees may be given an opportunity at the AGM before the election takes place, to give a short election address. This procedure should be clearly laid down in the Group's Local Rules or on the Nomination Forms. Canvassing by letter or in person prior to the AGM is only allowed if equal opportunity is given to all nominees.

The only named elected positions are for the Officers : Chair, Vice Chair, Secretary and Treasurer. The Committee appoints the Newsletter Editor, Publicity Officer, Chief Observer and other Committee Members. The Chief Observer must be a Nationally Qualified Observer

All officers must be elected by the Group Full Members at an AGM.

All elections for positions of Officers are to take place before election of other Committee Members.

If they so wish, an unsuccessful nominee for an Officer position may be considered to be nominated for the Committee.

If a Member of the Committee resigns other than at an AGM or has to be replaced or if there is a vacancy, a suitable Group Full Member may be co-opted to take on the responsibilities of that Committee post until the following AGM.

In a Group that has had all the Committee elected at one time (e.g. at the formation of a new Group) the Committee Members may hold a ballot prior to the following two AGMs to select the retiring one third of the Committee.

NOTE - All elected and co-opted Group Committee Members are CHARITY TRUSTEES irrespective of whether the Group is registered as a Charity or not.

In Scotland, OSCR's *Guidance for Charity Trustees* publication gives details of those to eligible to serve as Trustees. See Appendix 2 for details.

Any Group Full Member expressing an interest in standing for Committee should be given a copy of the IAM booklet *Committee Membership – A Guide* as soon as possible. These booklets are available free of charge from the IAM Website.

IAM specifics

IAM Group Secretaries List

All IAM circulars, invoices and general mailings are addressed to the Group Secretary by name.

The preferred method of communication from Chiswick to Groups is now by email..

An updated list is held at Chiswick and its accuracy is dependent on advice received from each Group

The list is available to download from the "Group" section of the IAM Website.

Please Note

Please inform Groupmail@iam.org.uk of any changes of Group Secretary, Chair, Treasurer, Newsletter Editor and Young Driver Contact stating which Group you are from.

IAM Group Member Awards

Fred Welch Rose Bowl

The Fred Welch Rose Bowl is a silver rose bowl presented by the late Fred Welch in 1969. It is awarded annually to the Full Car Group Member who, in the opinion of a panel of judges, has in the past and is currently contributing most to promoting the aims and objects of the IAM.

Lord Strathcarron Award

The Lord Strathcarron Award is a trophy in memory of the late Lord Strathcarron. He was a very active motorcycle rider, being the first motorcyclist to take the IAM Motorcycle Test in 1976 and continued riding his motorcycles until he was into his 90s. He was also an IAM Council Member from 1973 to 1992. The Award is made annually to the Full Bike Group Member who, in the opinion of a panel of judges, has in the past and is currently contributing most to promoting the aims and objects of the IAM.

Nomination Process for both Awards

Regional Group Co-ordinators, IAM Examiners, Road Safety Officers and IAM HO Staff may not be nominated as they promote the aims and objects of the IAM as a matter of course. Also, nominations will be called for in the invitation to the appropriate IAM National Car and Motorcycle Conferences with the intention of the award being made at the relevant conference.

Nominations have to be submitted in typewritten form on no more than two sides of A4 paper. As the nominee may not be known to the judges, the quality of the supporting submission is paramount.

Details of the judging and scoring process will be given in the Memo requesting nominations. The result remains confidential and will be announced at the IAM National Car and Motorcycle Conference. The recipient holds the trophy for one year and receives a permanent keepsake.

IAM Group Achievement Awards

These Awards are presented annually at the IAM National Car and Motorcycle Conferences. Cash prizes are given to those Groups who achieve first, second and third place. Additional Groups are highly commended.

The following criteria are taken into consideration when selecting the winners:

- Percentage increase in tests over the last four years
- Percentage of observers qualified
- Tests per observer
- Number of runs
- Number of hours
- Waiting lists
- Lost associates
- Lost full Members
- Newsletters
- Charitable status
- Discount offered
- Committee Members under 25
- Committee Members serving more than 12 years
- Operating structured courses
- Attendance at regional and national events

Group Newsletter of the Year

These awards are presented annually at the IAM National Car and Motorcycle Conferences. A cash prize is given to one Car and one Motorcycle Group for their Group Newsletter.

The following criteria are taken into consideration when selecting the winning Newsletters:

- Design (hard copy or web based)
- Content
- Information
- Originality
- Entertainment value
- Advertising

To enter, simply ensure that your Newsletter Editor includes your Regional Group Co-ordinator and IAM Group support at IAM House on their postal (or email) distribution. (Groupmail@iam.org.uk)

Group Rules 2000

Groups are not permitted to add to or amend in any way the Group Rules of Affiliation. Committee Standing Orders or Group Local Rules are permitted but these cannot contradict the Group Rules of Affiliation or be contrary to the aims or constitution of the IAM.

Changes to the Group Rules of Affiliation may only be made by the IAM's Council. The Charity Commission, the Office of the Scottish Charity regulator and HMRC Statutory Regulations will always take precedence over Group Rules.

Any proposal to choose or alter a Group name must be submitted to the IAM Chief Executive for the approval of the Council of the IAM.

***Rules for Groups Affiliated to the Institute of Advanced Motorists Ltd
These rules (1.1 – 4.29) will form the Constitution of the Group.***

1.1 The name of the Group is "..... Group of Advanced Motorists", or "..... Group of Advanced Motorcyclists" or ".....Group of Advanced Motorists and Motorcyclists" affiliated to the Institute of Advanced Motorists. (The Institute of Advanced Motorists is hereinafter referred to as "the IAM").

1.2 Affiliation to the IAM does not authorise any representation which would involve the IAM in any liability whatsoever.

1.3 The IAM shall have power to cancel the affiliation of the Group from time to time in its absolute discretion and to restore such affiliation upon such terms as it sees fit, provided that the Group shall first be given the right of appeal to the IAM's Council.

1.4 The name, scope and geographic area of operation of the Group may be defined by the Council of the IAM. Any intended change will not be implemented without prior advice to the Group Committee.

Members

1.5 Group Full Members must be current Members of the IAM.

1.6 Group Committees may invite IAM Members or non-IAM Members to be a President or a Vice-President of the Group. Non-IAM Members holding such positions must not describe themselves as Members of the IAM.

1.7 Group Honorary Members are permitted in recognition of past Membership of and services to the Group but must be fully paid up Members of the IAM. If they become active on the Group Committee or in Observing, the Group subscription must be paid.

1.8 The Group Committee shall be obliged to accept as a Group Full Member a current Member of the IAM on completion of the Group application form and payment of the annual Group subscription. The Group Committee is not necessarily obliged to accept an application from a person who has previously been expelled from any Group but in such cases the IAM Member has the right of appeal to the IAM.

Associates

1.9 The Group Committee may accept as Group Associate Members persons desirous of becoming full Group Members on such financial terms as the Group Committee may have notified to the IAM's Chief Executive.

1.10 Group Associate Members may continue as such for a period of up to one year only, during which time they must endeavour to be accepted into full IAM Membership. In individual cases where there are special circumstances this period may be extended by specific decision of the Group Committee.

Friends

1.11 In the absence of special reasons rendering a particular applicant unacceptable, in the reasonable opinion of the Group Committee, it must accept applications from the general public to become Group Friends, on such terms as the Group Committee may decide.

This category is not intended for those who have been Group Full Members, for those who have been and are no longer IAM Members, or for those who have been Group Associate Members unless they have taken and failed the IAM Advanced Test and may only be awarded by individual decision of the Group Committee.

1.12 The only Group Membership categories permitted are Group Full Member, Group Associate Member, Group Honorary Member, and Group Friend.

1.13 Any proposed changes to the Group subscriptions for any Membership category must be notified to the Chief Executive of the IAM before being put before the Group Membership for approval (or before implementation, where the Committee has been empowered to make such changes without specific Membership approval).

2 Objects And Powers

2.1 The objects of the Group are for the public benefit to promote the improvement of the standard of driving and the advancement of road safety.

2.2 In furtherance of the above-mentioned objects but not further or otherwise the Group shall have the following powers:

(a) to encourage and assist motorists to become Members of the IAM and to maintain their IAM Membership.

(b) to publicise the IAM and its work throughout the area.

(c) to provide road safety and competitive events for Group Full Members, Group Associate Members, Group Honorary Members, Group Friends and members of the general public. Driving events on a public road must not be timed.

(d) to arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and courses.

(e) to cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or visual or both) as shall further the said objects.

(f) to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise, provided that the Group shall not undertake permanent trading activities in raising funds for the said objects.

(g) to invest the monies of the Group not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.

(h) to do all such other lawful things as are necessary for the attainment of the said objects.

3 Constitution Of The Group

3.1 The Group Committee must consist of fully paid up Group Full Members who are current Members of the IAM. It shall consist of Officers [a Chairperson, Secretary, Treasurer and a Vice Chairperson (if required) and a minimum of three other Group Full Members all duly elected at an Annual General Meeting. The total number of the Group Committee Members shall not exceed twenty.

3.2 No Group Full Member may serve as a Group Committee Officer while holding an officer position in another IAM affiliated Group, nor in a similar organisation where this will create a conflict of interest. Any Group Full Member denied eligibility on these grounds shall have the right of appeal to the Council of the IAM.

3.3 Members disqualified by law from acting as a Charity Trustee are not eligible to serve on the Group Committee.

3.4 All Officers and one-third of the remainder of the Group Committee Members must retire annually by rotation and may offer themselves for re-election by Group Full Members at the Annual General Meeting held each year.

3.5 Nominations for Committee Members shall be made in writing to the Secretary and received not less than seven days prior to an AGM. Nominations must be proposed and seconded by Group Full Members and have the signed approval of the nominee. Nominations will only be accepted from the floor of the Meeting if a written nomination for that Committee position has not been received and the person nominated from the floor is present and agrees to be so nominated.

3.6 The Council of the IAM reserves the right to appoint a senior representative of the IAM to any Group Committee (without voting rights). Senior representatives appointed by the Council shall be authorised to attend Group Committee Meetings (without voting rights).

4 *Duties And Responsibilities Of The Group Committee*

4.1 To further the objects of the Group.

4.2 To encourage and assist motorists and/or motorcyclists to become Members of the IAM.

4.3 To foster and maintain interest in the IAM among Members and to keep them informed by way of a periodic Newsletter.

4.4 To make arrangements for road safety and other events which further the objects of the Group?

4.5 To ensure that no Group Member derives any pecuniary benefit from Group resources through their Membership of the Group.

4.6 The Group Committee must seek to ensure that all Group Full Members are current IAM Members and must not renew the Group Membership of any Group Full Member where it is known that their IAM Membership has ceased.

4.7 Generally to co-operate with the Council of the IAM.

4.8 To record and retain Minutes of meetings of the Committee, AGMs and EGMs for a minimum of ten years.

Meetings

4.9 The Group committee shall call ordinary meetings of the Group Committee at least once every three months.

4.10 A Chairperson shall have a casting vote.

4.11 A quorum of the Group Committee shall be one third of all Committee Members or three, whichever is the greater.

Annual General Meetings And Extraordinary General Meetings

4.12 An AGM must be held once in every calendar year and within 18 months of the previous AGM. At least 21 days but not more than 60 days notice shall be given in writing to the Group Full Members. (Publication in the Group Newsletter shall be deemed sufficient if it is received by all Group Full Members to provide at least 21, but not more than 60 days notice).

4.13 An EGM may be called at any time by the Committee to deal with any items deemed by the Committee to be special business. At least 21 days but not more than 60 days notice stating the business to be discussed, shall be given in writing to Group Full Members.

4.14 Group Full Members also have the right to call an EGM. The matter/s for discussion must be put in writing, stating the business to be considered and signed by at least five Group Full Members or five per cent of the total number of Group Full Members, whichever is the greater, and forwarded to the Group Secretary who will call an EGM within 36 days. The notice from the Group secretary to the Group Full Members shall be in writing giving a minimum of seven days notice, and state the business to be discussed.

4.15 A quorum for an Annual General Meeting or Extraordinary General Meeting shall be five Group Full Members or five per cent of the total number of Group Full Members, whichever number is greater.

Finance

4.16 To ensure that all Third Party Liabilities and Group Assets are covered at all times by an adequate policy of insurance.

4.17 To consider and if decided appropriate by the Group and approved by the Charity Commission (in England and Wales), OSCR (in Scotland) and HMRC (in Northern Ireland) to arrange and maintain Trustee Indemnity Insurance.

4.18 To open and operate a Bank or Building Society Account in the name of the Group. The Group Committee shall authorise in writing the Treasurer, the Secretary and two or more other Members of the Group Committee to sign cheques on behalf of

the Group. All cheques shall be signed by not less than two of the authorised signatories.

4.19 To maintain and keep proper records of the Receipts and Payments and the Assets and Liabilities of the Group. These are to be retained for at least seven years.

4.20 To apply the funds belonging to the Group only for purposes in furthering the objects of the Group.

4.21 To have prepared annual accounts and reports which are approved by the Group Committee, submitted to Group Full Members in general meeting (normally the AGM) and then sent to the IAM's Chief Executive.

General

4.22 To respect the IAM's copyright in its badge or logo, to use these in Group literature in the form allowed by the IAM and to endeavour to prevent the badge or logo from being otherwise reproduced without the consent of the Council of the IAM and to report to the Chief Executive of the IAM any such reproduction.

4.23 To endeavour to ensure that the good name of the IAM and the Group is maintained and is not brought into disrepute by the conduct of any Group Member.

4.24 To refer to the IAM Council for guidance in the event of any difficulties which may arise?

Rules

4.25 Groups are not permitted to add to or amend in any way the Group Rules of Affiliation. Committee Standing Orders or Group Local Rules are permitted but these cannot contradict the Group Rules of Affiliation or be contrary to the aims or constitution of the IAM.

4.26 Changes to the Group Rules of Affiliation may only be made by the IAM's Council. The Charity Commission, the Office of the Scottish Charity regulator and HMRC Statutory Regulations will always take precedence over Group Rules.

4.27 Any proposal to choose or alter a Group name must be submitted to the IAM's Chief Executive for the approval of the Council of the IAM.

Expulsion

4.28 The Group Committee may expel a Group Full Member, Group Associate Member, Group Honorary Member or Group Friend from the Group for conduct inconsistent with the aims and objects of the IAM and/or Group, but any such person shall first be given the opportunity to submit representations to the Group Committee and shall always have the right to appeal to the Council of the IAM.

Winding-Up

4.29 If the Group Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to wind up the Group, it shall call a meeting of all Group Full Members, of which meeting not less than 21 days but not more than 60 days notice in writing shall be given. If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting, the Group Committee shall wind up the Group.

Any surplus assets remaining after the settlement of all liabilities shall be handed over to the Council of the IAM to be applied for the IAM's charitable objects.

*If the IAM is no longer in existence when the Group is wound up, then the surplus assets shall be paid to such charity or charities as the Group Committee shall select; to be applied for similar charitable purposes.

* Scottish Groups replace the last sentence with:

"If the IAM is no longer in existence, the residuary assets shall be paid to such charity or charities as the Group Committee shall select, which are charitable in accordance with Section 7 of the Charities and Trustee investment (Scotland) Act 2005.

Note

All references to the Group Committee will, where appropriate, apply to the Group Council, if one exists.

Appendix 1 : Sample Pro Formas

Gift Aid Declaration

A sample form:

Group Name		Charity Nbr
GIFT AID DECLARATION Details of Donor:		
Title	First Name	Last Name
Declaration I want Group of Advanced Motorists to treat all donations I have made since 6 April (2000), and all donations I make from the date of this declaration until I notify you otherwise as Gift Aid donations. I confirm that I pay income tax and/or capital gains tax at least equal to the tax that the charity reclaims. Signed Date		

Notes (to form part of Gift Aid declaration):

You can cancel this declaration at any time by notifying the Group's Honorary Treasurer.

You must pay an amount of income tax and/or capital gains tax at least equal to the amount of the reclaim on your donations in the tax year.

If, in the future, your circumstances change and you no longer pay income tax and/or capital gains tax equal to the amount of the reclaim, you must notify the Honorary Treasurer of the Group.

If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment tax return.

Further information may be found on the HMRC website – see below for the link

AGM Notice - Recommended Wording

NOTICE IS HEREBY GIVEN by order of the Group Committee that the Annual General Meeting of ""Group Name" will be held at *(Time)* on *(Day)* *(Date)* at *(Venue)* to enable the Trustees of the Group (*Registered Charity No.*) to present their Annual Report and Accounts for the year ended *(Date)* for approval by the Group Full Members and to conduct an election.

Secretary's Name		Date	
Address		Group Nbr	

All Group Full Members, Associates and Friends are invited to attend but only Group Full Members may vote.

A Member entitled to vote at the General Meeting may appoint a proxy to vote in his stead. A proxy need not be a Group Full Member.

CURRENT OFFICERS

All Officers retire annually and may offer themselves for re-election

Chair		Will stand / Will Not stand
Vice Chair		Will stand / Will Not stand
Secretary		Will stand / Will Not stand
Treasurer		Will stand / Will Not stand

COMMITTEE MEMBERS

One third of the Committee must retire annually and may offer themselves for re-election

Retiring By Rotation and Standing For Re-Election

Retiring By Rotation and Not Standing For Re-Election

Committee Members Not Retiring and Number of Years Remaining

Committee Nomination Form

Nominations are invited from Group Full Members to stand for committee. The Nominee must be willing to stand for the Committee and sign the Nomination Form. By signing the Nomination Form the Nominee is affirming his/her ability and intention, if elected, to attend committee meetings regularly.

NOTE

You may not stand for the Committee if the law debars you from being a Charity Trustee.

Only Group Full Members may nominate Committee Members or be nominated as Committee Members.

This Nomination Paper must be returned to the Group Secretary at least seven days before the election by (*date*). All Officers and one third of **all** other Committee Members must retire annually by rotation and may offer themselves for re-election by Group Full Members. Those elected become Charity Trustees of the Group.

OFFICERS

Name	Position	Nominated by	Seconded by	Signature of Nominee
	Chair			
	Vice Chair			
	Secretary			
	Treasurer			

COMMITTEE Members

Name	Nominated by	Seconded by	Signature of Nominee

Annual General Meeting Agenda Wording

(ANYTOWN) Advanced Motorists / Motorcyclists

(Registered Charity No.)

ANNUAL GENERAL MEETING

(Date - Year)

AGENDA

Apologies for absence *

Minutes from the previous year *

Resolution : That the Minutes of the (*year*) AGM be approved as a true record.

Matters arising from the Minutes *

Amendments or adjustments to this Agenda

Chair's Report *

Secretary's Report

Treasurers Report *

Resolution : That the Annual Report and Accounts for the year ended (*date*) be approved.

Election of Group Officers *

Election of Committee *

Address by New Chair

Any Other Business

Resolutions:

That the Committee be authorised to change the subscription for (*year*) if it is deemed necessary (a limiting amount can be inserted).

The sections marked * are mandatory.

The wording of a notice for an EGM is as used for an AGM with the word "Extraordinary" replacing "Annual", followed by the agenda item(s).

Appendix 2 : Links to relevant websites

IAM	www.iam.org.uk
HM Revenue and Customs	www.hmrc.gov.uk
Charity Commission	www.charity-commission.gov.uk/
Information Commissioner	www.ico.gov.uk
Office of the Scottish Charity Regulator	www.oscr.org.uk
Isle of Man	www.gov.im
Northern Ireland	www.dsdni.gov.uk/charities_advice